Client Enrichment Series
Special Event

Using RWA Digital Signatures
the presentation will start at *2:00 PM Eastern*

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your "Chat" pane. Our Subject Matter Experts will answer as many of the questions as possible throughout the presentation. All questions will be captured, and formal Q&A will be posted on our website:

Client Enrichment Series
Using RWA Digital Signatures

Hosted by:

James Fotopoulos

Regional Planning Manager

GSA PBS Region 6, Kansas City, MO

Presented by:

Steve Sacco

Reimbursable Services National Program Manager

PBS Project Delivery Excellence Division

Office of Design & Construction

Electronic RWA Enhancements

- **On May 5th, 2017, GSA introduced several new electronic features to the RWA workflow to allow customer agencies and GSA to interact more efficiently**

- **The new features include:**
  - **1) Data entry capabilities that allow RWA customer agencies to identify and submit new project or service needs (known as "RWA Work Requests") directly to GSA via the <ins>external RWA Entry and Tracking Application (eRETA)</ins>,**
  - **2) Data entry capabilities that allow RWA customer agencies to enter and submit new and amended RWAs directly to GSA via the eRETA application,**
  - **3) An integrated digital signature solution.**

- **Features 1) and 2) require eRETA access. Feature 3) only requires an email address**

Electronic RWA Enhancements con't

- **These features are all optional, but highly encouraged**

- **Aside from today's live training demonstration customer agencies should go to www.gsa.gov/ereta. At this site we have:**
  - **Instructions on gaining access to eRETA (not required for digital signatures),**
  - **User guides on both digital signatures and on entering Work Requests and RWAs in eRETA,**
  - **Video training demonstrations (a video alternative to the user guides),**
  - **Links to register for one of our other live training sessions in May 2017**

- **Once again that site is www.gsa.gov/ereta**

RWA Digital Signature Overview

- **Digital Signatures are optional for GSA Customer Agency Fund Certifying Official (block 18A), but required for GSA-PBS Approving Official (block 28A)**

- **RETA/eRETA access is NOT needed to use digital signatures**
  - **In fact no new software or user ID is needed**

- **Customer agencies can either:**
  - **Enter RWAs directly into eRETA (see CES session on 5/18 and 5/31) and enter the email address of the Agency Fund Certifying Official who will apply their digital signature, OR…**
  - **Fill out the RWA 2957 Form (PDF) as usual, but instead type or write "request to sign digitally" in block 18A or 18C**

- **GSA will route the RWA for digital signatures just prior to acceptance**

RWA Digital Signature Demo

- **We will now enter the RETA/eRETA Test environment to demonstrate a sample digital signature request**

- **If you are joining us by audio only, please navigate to www.gsa.gov/ereta and download the document titled "User Guide - Requesting and Applying Digital Signatures"**

- **The live demonstration will not follow that User Guide identically, but it will be helpful in following along with how the functionality works**
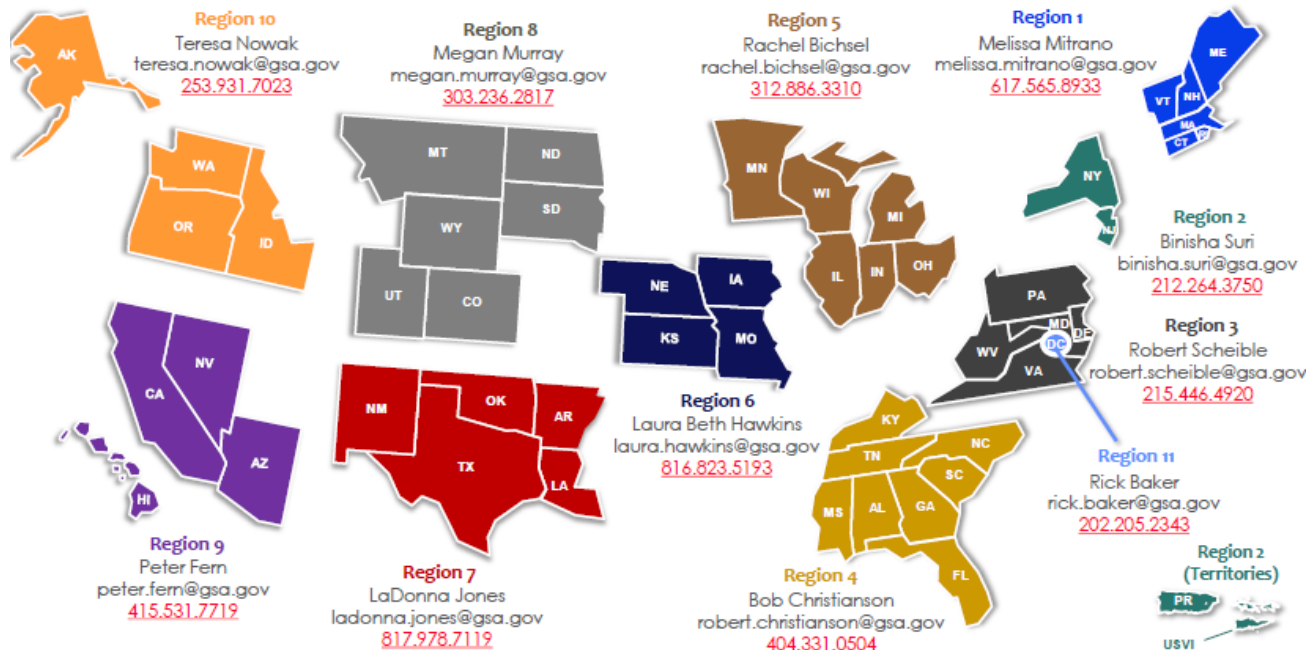
Questions?

- **Lots of eRETA info available at www.gsa.gov/ereta**
- **Lots of RWA info available at www.gsa.gov/rwa**
- **eRETA System question? eRETA@gsa.gov**
- **General RWA question? AskRWA@gsa.gov**
- **Specific question on an RWA project or service?**
  - **Contact the regional RWA Manager (see map) or locate the GSA Project Manager email in eRETA**

GSA

May 2017

PBS Office of Project Delivery

GSA PBS Reimbursable Services RWA Managers

Region 10
Teresa Nowak
teresa.nowak@gsa.gov
253.931.7023

Region 8
Megan Murray
megan.murray@gsa.gov
303.236.2817

Region 5
Rachel Bichsel
rachel.bichsel@gsa.gov
312.886.3310

Region 1
Melissa Mitrano
melissa.mitrano@gsa.gov
617.565.8933

Region 2
Binisha Suri
binisha.suri@gsa.gov
212.264.3750

Region 3
Robert Scheible
robert.scheible@gsa.gov
215.446.4920

Region 6
Laura Beth Hawkins
laura.hawkins@gsa.gov
816.823.5193

Region 11
Rick Baker
rick.baker@gsa.gov
202.205.2343

Region 9
Peter Fern
peter.fern@gsa.gov
415.531.7719

Region 7
LaDonna Jones
ladonna.jones@gsa.gov
817.978.7119

Region 4
Bob Christianson
robert.christianson@gsa.gov
404.331.0504

Region 2 (Territories)

Project Delivery Excellence Division
Keith Colella
Director
202.501.6123

Fjkdsal;

Thank you for joining us today for a discussion on
Using RWA Digital Signatures

Our Next Client Enrichment Series Session will be
Enhancing Building Environments

6/15 at 2pm Eastern

Register Now at: www.gsa.gov/ces

ClientEnrichmentSeries@gsa.gov

GSA